



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

October 24, 2008

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From: William T Fujioka  
Chief Executive Officer

## **SECOND REPORT ON CHIEF EXECUTIVE OFFICE SUPPORT TEAM EFFORTS AT DEPARTMENT OF HEALTH SERVICES HUMAN RESOURCES DIVISION**

On September 10, 2008, my office provided your Board with our first report on the efforts of the Chief Executive Office (CEO) support team assisting the Department of Health Services Human Resources Division (DHS-HR) in addressing issues and concerns related to HR activities. The following provides your Board with the most recent update regarding these efforts.

### **Performance Management**

As we reported earlier, staff will be added to the DHS-HR Performance Management Division by transferring items from other areas within DHS. The CEO Classification Division approved the allocations for 14 additional items requested for this division on September 12, 2008. Since that time, the Department has interviewed many candidates, so far selecting five for the positions of Department Civil Service Representative.

In addition, DHS has selected a candidate as the Manager for the dedicated Department of Justice (DOJ) Live Scan unit, who is scheduled to begin on October 23, 2008, and brings extensive experience in the field of Performance Management. The rest of the unit is currently being staffed using existing DHS personnel from other areas within the Department, and continues its work to review and triage DOJ results, as well as to streamline the process and enhance security and confidentiality of the results.

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DHS-HR Management expects to have all 14 positions filled by January 2009.

### **Dedicated Information Technology for Human Resources**

As of September 15, 2008, DHS Information Technology (IT) staff were relocated to DHS-HR headquarters to assist in developing databases and with a variety of IT related issues until permanent staff can be hired. In regards to the three positions slated to be hired for this unit, DHS has identified eligible lists that can be borrowed from other County departments for two of the three positions and will conduct interviews starting the week of October 30, 2008. However, due to the skills and experience required for the third position (Database Administrator who will be the manager of the unit), DHS will be conducting an Open Competitive examination to recruit candidates from within and outside the County to fill this position. The target date for having all positions filled is the end of November.

### **Personnel Services at Facilities**

This is the most difficult part of the DHS-HR reorganization. HR managers (including Personnel Officers) and Hospital Chief Executive Officers will meet over the next two to three weeks to discuss and formalize a revised organizational structure. We are also assessing space needs for the DHS-HR function, as current space at the Ferguson building is not adequate for additional staffing or personnel files if consolidated from the facilities. The Department met with Facilities Support services staff on September 23, 2008, to discuss space needs, and are targeting completion of its plan to address space needs by mid-November.

### **Risk Management**

CEO Risk Management (RM) has completed their review of the Department's non-patient safety/clinical risk management activities. The final draft of its report has been submitted to DHS management and is currently under review. The report recommends a significant restructuring of various risk management functions within the Department, including occupational safety and health, workers' compensation/liability claims management, and return-to-work/leave management activities. We will work with CEO Classification and DHS Management to review the recommended changes and to develop a timeline for implementation. This will be reported in future updates to your Board. CEO RM will provide interim support, as needed, to DHS during the transition.

### **Payroll Audits**

The Department payroll audits began on September 15, 2008, and will continue throughout the fiscal year until every facility is audited and then will continue on an annual basis, per Auditor-Controller guidelines.

### **Future Assessments**

Over the next two months, we will continue to assess the DHS-HR activities. The following list identifies the areas that we will assess, in conjunction with DHS management:

- Regulatory Compliance
- Exams
- Classification Unit
- Employee Relations
- Establishment of a Training Unit

We will continue providing periodic status reports to update your Board. If you have any additional questions you may contact me, or have your staff contact Gregory Polk, of my staff at (213) 974-1791 or [gpolk@ceo.lacounty.gov](mailto:gpolk@ceo.lacounty.gov).

WTF:SRH:SAS

GP:cvb

c:     Executive Officer, Board of Supervisors  
       Interim Director, Department of Health Services  
       Director of Personnel